

**Agreement**  
**Between**  
**Jennifer Adkins**  
**and the**  
**Metropolitan School District**  
**of Steuben County**

**400 South Martha Street**  
**Angola, Indiana 46703**

cc: JA, SB  
07/26/2021 WW

This agreement made and entered into at Angola, Indiana, twentieth day of July, 2021, by and between the Metropolitan School District of Steuben County and Jennifer Adkins.

## **I. TERM**

The School District, in consideration of the promises, herein contained, of Jennifer Adkins hereby accepts employment as School Nurse and for a term commencing July 1, 2021, and ending, June 30, 2023. The work year shall consist of 205 working days.

The School District, with approval of the Board of School Trustees, may by specific action and with the recommendation of the Superintendent of Schools and consent of the School Nurse extend the termination date of the existing agreement.

## **II. PROFESSIONAL RESPONSIBILITIES**

**DUTIES.** **School Nurse** in consideration of her employment and the salary and other sums and benefits to be provided to her by the School District hereby accepts said employment on the terms and conditions herein contained and promises and agrees she will act as School Nurse. She will faithfully perform all the duties imposed upon her applicable to this school district by School Board Policy; the laws of the State of Indiana; and the rules, regulations and directives promulgated by any Board Commission, or other agency of the State of Indiana; as well as all proper directives of the Superintendent of Schools, his designee, and the Board of School Trustees. She shall perform all duties incident to the position of School Nurse. All duties assigned to the School Nurse by the Superintendent, his designee, and the Board should be appropriate to and consistent with the professional role and responsibility of the position held.

## **III. COMPENSATION**

The School District shall pay the School Nurse an annual salary of \$65,527.69 for the period of July 1, 2021, through July 31, 2023, in installments in accordance with other 12-month employees.

The Superintendent, and/or his designee, shall recommend to the Board of School Trustees annually a salary for the School Nurse. Following approval by the Board, the Superintendent, and or his designee, shall review the salary and term of the agreement with the School Nurse.

#### **IV. PROFESSIONAL/BUSINESS EXPENSES OF SCHOOL NURSE**

The school district encourages the continuing professional growth of the School Nurse through her participation, in light of her job duties and responsibilities, in:

- A. The operations, programs, and other activities conducted or sponsored by local, state, and national educational organizations directly relating to her position as School Nurse. The school district will pay School Nurse membership fees to the appropriate local, state, and national organizations relating to her duties in the school district and which will help her to maintain her skills and which will benefit the school district.
- B. seminars/courses offered by public/private educational institutions;
- C. informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the School Nurse professional responsibilities for the school district; and
- D. visits to other institutions.

With approval of the Superintendent, and/or his designee, the School Nurse will be paid expenses, as submitted by claim, in conducting the business of the school district, and shall be reimbursed for all approved expenses, as submitted by claim, for trips and professional growth activities in light of her responsibilities as School Nurse. All claims for expenses will be in compliance with rules and regulations prescribed by the State Board of Accounts. The School Nurse shall be provided with a bank credit card for professional expenses.

#### **V. VACATION AND OTHER BENEFITS**

- A. **PERSONAL ILLNESS/FAMILY ILLNESS.** Fifteen days per school year accumulating to a maximum of two hundred and five (205) days.
- B. **PERSONAL BUSINESS.** Three (3) days per school year. Unused personal business days shall be transferred to accumulated personal illness days at the end of each school year.
- C. **BEREAVEMENT LEAVE.** Five (5) consecutive school days per occurrence of death of an immediate family member. In the case of the death of others, one day per occurrence shall be granted to attend a funeral outside of Steuben County, and one-half (1/2) day per occurrence shall be granted to attend a funeral inside Steuben County.

- D. **OTHER LEAVES.** Requests for leaves of absences not listed above, may be requested in writing to the Superintendent, and/or his designee for consideration by the Board.
- E. **PUBLIC EMPLOYEE RETIREMENT FUND.** The individual employee contribution will be paid by the school district.
- F. **HEALTH INSURANCE.** The corporation shall contribute an amount toward the premium of the corporation's health insurance plan of the School Nurse's choice that is equal to the contribution amounts established in the current Master Contract.
- G. **DENTAL INSURANCE.** The corporation shall contribute an amount toward the premium of the corporation's dental plan of the School Nurse's choice that is equal to the contribution amounts established in the current Master Contract.
- H. **VISION INSURANCE.** The corporation shall contribute an amount toward the premium of the corporation's vision plan of the School Nurse's choice that is equal to the contribution amounts established in the current Master Contract.
- I. **LIFE INSURANCE.** Life insurance in an amount equal to twice (2X) the salary shall be provided by the school district minus one (1) cent per month employee contribution.
- J. **LONG TERM DISABILITY INSURANCE.** A long-term disability policy shall be provided by the school district minus one (1) cent per month employee contribution.
- K. **LIABILITY INSURANCE.** Professional Liability Insurance covering the School Nurse shall be provided by the school district policy.
- L. **403b/401a BENEFIT.**  
The School Corporation will contribute an amount equal to 3% of salary to a 401(a) account sponsored by the Board approved vendor in the name of the School Nurse.

## VI. TRANSPORTATION

The school district shall pay the school administrator mileage (at school district rate) for use of their vehicle relating to school business and that has been approved by the Superintendent of Schools.

## **VII. MEDICAL EXAMINATION**

Each administrator shall be required to submit to a complete physical examination not less than once every two years. Any report of the medical examination shall be given directly and exclusively by the examining physician to the administrator. The Superintendent of Schools shall be advised of the continued physical fitness of the administrator to perform his/her duties. The Board shall pay up to two thousand dollars (\$2000) for the cost of the medical examination for each administrator.

## **VIII. GOALS AND OBJECTIVES**

The Superintendent and/or his designee will meet with School Nurse to establish job related and personal goals and objectives for the ensuing school year. Said goals and objectives shall be reduced to writing and be among the criteria by which the School Nurse is evaluated.


## **IX. EVALUATION**


The Superintendent and/or his designee shall evaluate and assess the performance of School Nurse at least once a year during the term of this agreement. This evaluation and assessment shall be reasonably related to the position of School Nurse and the job related and personal goals and objectives for the year in question. The Superintendent and/or his designee shall share this evaluation with the Board. This evaluation shall be prior to June 30 of each school year and prior to the extension of the School Nurse's agreement. If the Administration and/or Board desires not to extend the agreement of the School Nurse, she will be notified in writing in accordance with Indiana law.

**If, during the term of this agreement, it is found that a specific clause of the agreement is illegal in federal or state law, the remainder of the agreement not affected by such a ruling shall remain in force.**


IN WITNESS WHEREOF, the BOARD has caused this Agreement to be approved in its behalf by signature of all Board members, attested by the Superintendent of said school corporation, and School Nurse has approved this Agreement effective on the day and year specified on this Agreement.


BOARD OF SCHOOL TRUSTEES  
OF THE METROPOLITAN SCHOOL  
DISTRICT OF STEUBEN COUNTY

  
Cory Archbold  
School Board President


  
Kevin Beard  
School Board Vice President

  
LeAnn Boots  
School Board Secretary

  
Mark Ridenour  
Board Member

  
Brad Gardner  
Board Member

  
Becky Maggart  
Board Member

  
Scott Poor  
Board Member

  
Jennifer Adkins  
School Nurse

  
Dr. Steve Springer  
Superintendent

This Addendum to Contract was approved by vote of the Board of School Trustees at a public meeting duly held on July 20, 2021, and has been entered into the minutes. Said document is on file in the school district's Treasurer's Office.